AACR-Genentech BioOncology Fellowship for Cancer Research on the HER Family Pathway

2014 Program Guidelines and Application Instructions
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PROGRAM GUIDELINES

PROGRAM SUMMARY
The AACR-Genentech BioOncology Fellowship for Cancer Research on the HER Family Pathway represents a joint effort to encourage and support a physician-scientist to conduct mentored cancer research on the HER Family Pathway and to establish a successful career path in this field.

The fellowship provides $90,000 over two years ($45,000 per year) to support the salary and benefits of the fellow while working on a mentored cancer research project with direct applicability to the HER Family Pathway. A partial amount of funds may be designated for non-personnel expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project and other research expenses.

It is anticipated that one fellowship will be funded.

APPLICATION DEADLINE
January 28, 2014, at noon, U.S. Eastern Time

DECISION DATE
March 2014

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2014
April 8, 2014 - Grant recipient must attend the Grants Reception and Dinner and formally accept the grant. Grant funds may be used to support the grantee’s attendance at this Annual Meeting; complimentary registration will be provided.

START OF GRANT TERM
July 1, 2014

APPLICANT ELIGIBILITY CRITERIA
Applicants must have a medical degree (M.D., D.O., or international equivalent), or hold a combined M.D./Ph.D., and not currently be a candidate for a further doctoral or professional degree.

At the start of the grant term on July 1, 2014, applicants must:

- Be in the first five years of a postdoctoral or clinical research fellowship (i.e., must have started fellowship no earlier than July 2, 2009 and no later than July 1, 2014)

- Work under the auspices of a mentor at an academic, medical, or research institution within the United States. There are no citizenship requirements; however, an applicant who is not a U.S. citizen or permanent resident, by submitting an application for this grant, assures that his/her visa status will provide sufficient time to complete the project and grant term within the United States.

When calculating the experience of an applicant with two doctoral degrees, AACR includes all days of postdoctoral cancer research experience from the date of the applicant’s most recently obtained doctoral degree or first date the postdoctoral position began, whichever is first. All days of cancer related postdoctoral experience will be combined to determine an applicant’s eligibility, including research conducted in separate laboratories and research that is not consecutive.

Clinical training time with no research involvement (e.g., residency training) is not included against the eligibility limit. Parental leave or other well justified leave from mentored research training for pressing personal or family situations of generally less than 12 months duration is also not included against the eligibility limit.
Applicants whose experience exceeds the maximum but who believe they are eligible (e.g., residency training, some of their mentored research experience was in a field other than cancer research or there was a break in their career as described above) should contact AACR’s Scientific Review and Grants Administration Department (AACR’s SRGA) before submitting an application to verify their eligibility. Applicants who believe that they are at the level of postdoctoral or clinical research fellow, but hold a different title (e.g., Instructor), may be eligible and should contact AACR’s SRGA before submitting an application.

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible. AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR associate membership by Thursday, January 30, 2014. The application will be applied to 2014 membership dues. An application may be downloaded from the AACR website at www.aacr.org.

Any individual who currently holds an active AACR grant may not apply. Past AACR grantees may apply if they complied with all progress and financial report requirements.

Investigators may submit only one application for the ACR-Genentech BioOncology Fellowship for Cancer Research on the HER Family Pathway but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

Investigators currently or previously holding the rank of instructor, adjunct professor, assistant professor, research assistant professor, the equivalent or higher are not eligible. Qualified researchers are invited to apply for an AACR Career Development Award.

**Exception:** If you are considered a research fellow but hold the title of instructor so that you can see patients, you may be eligible. Potential applicants with this title are encouraged to contact AACR’s SRGA before submitting an application to verify your eligibility.

All applicants with questions about eligibility should contact AACR’s SRGA at grants@aacr.org before submitting an application.

**TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT**

A Fellow whose named mentor is funded by the tobacco industry for any research project is not eligible for any AACR grant. A Grantee or his/her named mentor who accepts funding from the tobacco industry for any research project during the term of an AACR grant must inform AACR’s SRGA of such funding, whereupon the AACR grant will be immediately terminated.

Tobacco industry funding is defined for purposes of AACR grant applicants and recipients as money provided or used for all or any of the costs of any research project, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices. It is not defined as money provided or used for meetings or conferences that do not relate to any particular research project.

Tobacco industry funding includes: funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products; funds from a body set up by the tobacco industry or by one or more companies engaged in the manufacture of tobacco products.

The following do not constitute tobacco industry funding for the purposes of this policy:

- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them)
Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry.

**RESEARCH PROJECT CRITERIA**

Proposed research projects must have direct applicability to the HER Family Pathway (basic, translational, clinical, or epidemiological cancer research).

**LETTERS OF REFERENCE**

Each applicant must have a letter of reference from his/her mentor accompany the online application. If the mentor is not an active, emeritus, or honorary member of AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of AACR must accompany the application. Instructions for submitting letter(s) of reference are addressed in Section 6 of the Application Instructions.

NOTE: Due to the mentorship component of this grant, significant weight will be given to this letter in the evaluation of the application.

**EVALUATION OF APPLICATIONS**

Applications are peer-reviewed by a Scientific Review Committee comprised of researchers and physician-scientists respected for their own accomplishments in cancer research on the HER Family Pathway and as leaders in the field. The President of AACR will appoint the members of the Scientific Review Committee.

The Committee will consider the following criteria when reviewing applications and determining funding decisions:

- **Applicant.** What training and experience does the applicant have to ensure successful implementation of the proposed project? Is his/her academic record and research experience of high quality? Does the applicant have the potential to develop as an independent and productive cancer researcher?

- **Project Proposal.** Is the proposed project of high scientific quality? Is the budget fully justified and reasonable in relation to the proposed project?

- **Mentor.** Does the mentor have research qualifications and a demonstrated record of mentorship? Is there evidence of a match between the research interests of the applicant and that of the mentor to ensure the applicant’s development as a cancer researcher?

- **Training Environment.** Is the institutional environment for the scientific development of the applicant high quality? Is there appropriate institutional commitment to foster the applicant’s training to become a productive cancer researcher?

The Committee will consider each year’s applicants independently, without regard to the topics covered in previously funded proposals or to the institutions of the previous grantees.
APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES
AACR requires applicants to submit both an online and a paper application.

Online

Paper copy
One copy with original signatures and all required documents must be postmarked and sent no later than Thursday, January 30, 2014, to:

AACR-Genentech BioOncology Fellowship for Cancer Research on the HER Family Pathway
Attn: Ms. Hanna Hopfinger
American Association for Cancer Research
615 Chestnut Street, 17th Floor
Philadelphia, PA 19106-4404

The materials to be submitted are:

- Signature Page, printed as described in Section 13 of the Application Instructions, with the original signatures of the applicant, the mentor, and institutional signing official (Stamped or photocopied signatures will not be accepted.)
- Scientific Abstract (Printed from proposalCENTRAL)
- Budget (Printed from proposalCENTRAL)
- Research Project Proposal (template provided)
- Budget Justification (template provided)
- Project Milestones (template provided)
- Applicant’s Curriculum Vitae
- Mentor’s Biographical Sketch
- Grant Agreement signature page with the original signature of the applicant

GETTING STARTED IN proposalCENTRAL
If you are a new user of proposalCENTRAL, follow the “REGISTER” link and complete the registration process. After you register, complete your Professional Profile (green tab, second from the left) before starting an application.

If you are already registered with proposalCENTRAL, access the site and log in with your Username and Password. If you have forgotten your password, click on the “Forgot your password?” link. Supply your User ID or e-mail address in the space provided; your password will be sent to you by e-mail.

To start an application, select the “Grant Opportunities” tab (gray tab furthest to the right). A list of applications will be displayed. Find the “AACR-Genentech BioOncology Fellowship for Cancer Research on the HER Family Pathway” and click the “Apply Now” link (second to last column) to create your application.
Complete all fields in the application and all templates that are provided. Upload all requested documents in portable document format (PDF). See the proposalCENTRAL FAQ section, [https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp](https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp), for more information.

If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately:

Phone: 1-800-875-2562 or (703) 964-5840  
E-mail: pcsupport@altum.com

**APPLICATION FORMAT**

The following information is required to submit a complete application. Numbers correspond to the application sections found on the left side of the proposalCENTRAL website.

1. **TITLE PAGE.** Enter the title of the research project directly into proposalCENTRAL system. The title is limited to no more than 75 characters in length (including spaces). Do not use abbreviations. A project title must be entered and saved before additional sections may be accessed.

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, the Grant Agreement document and all templates can be downloaded from this page.

   You must download and complete the following three templates: Research Project Proposal Template, Budget Justification Template and Project Milestones Template.

   - Click the “Download” link to save each of the templates to your computer.
   - Use your word processing software (e.g., MS Word, WordPerfect) to complete the Research Project Proposal Template and Budget Justification Template, and your spreadsheet software (e.g., MS Excel) to complete the Project Milestones Template on your computer and then convert templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.
   - Upload the completed template files to your online application.

   See Section 10 of the Application Instructions for how to complete and upload the templates. This application also requires additional attachments for which a template is not provided (applicant’s curriculum vitae and mentor’s biographical sketch).

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.

4. **APPLICANT.** Enter information for the applicant directly into proposalCENTRAL system.

5. **INSTITUTION & CONTACTS.** Enter information regarding the lead institution, the mentor, the endorser (if applicable), and signing official directly into proposalCENTRAL system.

6. **LETTERS OF REFERENCE.** Enter directly into proposalCENTRAL system the e-mail address of the mentor submitting a letter of reference. Enter the e-mail address again to confirm and click “Add.” If the mentor’s e-mail address is in the proposalCENTRAL system, you will be prompted to “Send E-mail” to the mentor. The e-mail will contain instructions and a link to upload the letter of reference directly to the application. If the mentor’s e-mail address is not in the proposalCENTRAL system, you will be prompted for the mentor’s first and last name before being prompted to “Send E-mail.”

   If the mentor is not an active, emeritus, or honorary member of AACR, repeat the steps above to send a letter of reference request to an endorser who is an active, emeritus, or honorary member of AACR. If your mentor is an AACR member, a letter of reference from an endorser will not be accepted in addition to the mentor’s letter of reference.
As the letter(s) of reference are uploaded directly from the mentor and endorser (if necessary) to the proposalCENTRAL application, these letters are not required to be submitted with the signed paper copy of the application for AACR.

7. **SCIENTIFIC ABSTRACT.** Enter the abstract directly into proposalCENTRAL system. The abstract is limited to 3,000 characters (including spaces) and must provide a clear, concise and comprehensive overview of the proposed work, including the background; objective or hypothesis and its supporting rationale; specific aims of the study; study design; and relevance of the proposed work to cancer research on the HER family pathway.

**NOTE:** The proposalCENTRAL system does not lock the scientific abstract field after 3,000 characters have been entered. You may erroneously enter more than the maximum allowed. To ensure that your abstract submission is not too long, before proceeding to the next section, click the red “Save” button at the top or bottom of the screen. If your scientific abstract is too long, you will receive an error message at the top of the page.

From the list provided, select the research areas that are most applicable to this project. Select no more than two areas.

From the list provided, select the tumor site that is most applicable to this project. Select only one tumor site.

From the list provided, please respond regarding how you found out about this grant opportunity.

8. **BUDGET.** Fellowships support the salary and benefits of the Fellow. A partial amount of the funds, up to 25% of the total budget, may be designated for non-personnel direct research expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project and other research expenses. Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification. (See Grant Agreement document for information on publishing in AACR journals.)

The grantee **must** attend the AACR Annual Meeting 2014 and formally accept the grant during the annual Grants Reception and Dinner. Up to $1,500 may be allocated from the grant to support the grantee’s attendance at this Annual Meeting; complimentary registration will be provided. No other travel is permitted.

As the grant term begins after the Annual Meeting to which the grantee must attend, AACR recommends that the Institution utilize existing discretionary funding to cover the grantee’s travel costs. When the grant term begins, the Institution may transfer the applicable AACR-allowed travel charges from the discretionary fund to the grant fund. This transfer must be reflected in the first financial report of expenditures submitted to AACR’s SRGA.

Salary and benefit expenses for any individuals other than the grantee, indirect costs, tuition, travel (other than to the AACR Annual Meeting 2014 noted above), professional membership dues, general office supplies, institutional administrative charges (e.g., telephone, other electronic communication, IT network, etc.), and any other expenses not directly related to the project are not allowable expenses. In addition, no funds may be directed towards salary or benefits of any individuals from a U.S. government institution or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

**A detailed budget justification explaining the allocation of the grant funds must accompany the application.**

9. **ORGANIZATIONAL ASSURANCES.** The assurances/certifications are made and verified by the
signature of the institutional official signing the application. If a grant is awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to AACR’s SRGA.

10. APPLICATION DOCUMENTS.

**Formatting Instructions.** Applicants must adhere to the following instructions in completing the templates. Failure to observe type size specifications and/or page limits may result in the return of the application without review.

- **Type size.** Must use 12-point Times New Roman for the text, and no smaller than 9-point type for figures, legends, and tables.
- **Single-spaced text.** Single-spacing is acceptable, and space between paragraphs is recommended.
- **Margins.** The page margins must be no less than 0.75 inches on each side.
- **Page numbering.** The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B."
- **Tips and techniques for inserting images in documents.**
  - Reduce the file size of documents with images by “inserting” the image (as opposed to “cutting” and “pasting”). Save graphical images as JPG or GIF files. Insert the image into the document by selecting “Insert – Picture – From File” from the MS Word menu.
  - Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
  - Do not insert Quick Time or TIFF objects into your document.
  - Anchor the images you embed in your document.
  - Once you have anchored the inserted image, you can format text to wrap around the image.
  - Do not edit your images in Word. Use a graphics program.
  - Do not embed your images in tables, text boxes, and other form elements.
  - Do not add annotations over the images in Word. Add annotations to the images in a graphics program.

**Using the templates where provided, prepare and upload the following documents into your application in portable document format (PDF):**

**A. Research Project Proposal.** Complete on the template available from the proposalCENTRAL website. (Refer above to Section 2 of the Application Instructions for details.) The information must be presented in this order:

1. **Contents Page.** Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page should not exceed 1 page.

2. **Proposal Narrative.** Limited to 6 pages, including figures and tables. The Contents Page, Facilities, References, and Other Support sections do not count against this page limit. The Proposal Narrative must be presented in this order: (A) Title of Research Project; (B) Introductory Statement, Background, and Rationale; (C) Specific Aims; (D) Research Design and Methods; and (E) Significance and Statement of Relevance to Cancer Research on the HER Family Pathway.

3. **Facilities.** Limited to 2 pages. Please provide a description of the research facilities, resources, and equipment that are available to the applicant and that will allow successful implementation of the proposed research program.
IV. References. Limited to 2 pages. References must be listed as FULL CITATIONS. Each citation must include names of all authors, publication title, book or journal title, volume number, page numbers, and year of publication.

V. Other Support. In the two tables provided in the Research Project Proposal template, list all existing (Table 1) and pending (Table 2) support (institutional, federal, etc.) that will be used by the applicant during the term of this grant (07/01/2014 – 06/30/2016). List all support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Title of Project
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- List of Specific Aims

**NOTE:** If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the 2014 AACR-Genentech BioOncology Fellowship for Cancer Research on the HER Family Pathway, the applicant must notify AACR’s SRGA immediately.

B. Budget Justification. **Complete on the template available from the proposalCENTRAL website.** (Refer above to Section 2 of the Application Instructions for details.) Limited to 2 pages. Justify salary and benefits and any other research expenses (if requested). Percent effort of the applicant on the proposed project must be indicated. Detailed justification is required for budget requests for equipment that exceed 10% of the total budget.

C. Project Milestones. **Complete Column A of the Milestones Template available from the proposalCENTRAL website.** (Refer to Section 2 of the Application Instructions for details.) The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. Rows may be added/deleted to this template as needed. Reporting progress towards milestones will be incorporated into the biannual reporting requirements for the project if funded.

D. Applicant's Curriculum Vitae (CV). The CV must be in English and include a complete list of publications.

**NOTE:** The NIH Biographical Sketch Format Page will not be accepted from the applicant.

E. Mentor's Biographical Sketch. The biographical sketch must be in English. The NIH Biographical Sketch Format Page is an acceptable format.

F. Grant Agreement Document. In order to ensure that the applicant is informed of the terms and conditions of the grant should he/she be selected as a recipient, a copy of the Grant Agreement must be downloaded from the proposalCENTRAL site. Applicants must remove the final page of the Grant Agreement document and sign and date it, indicating that they have reviewed the
document. The terms of the Grant Agreement may be modified or amended by AACR prior to the executed Grant Agreement. A scanned copy of the signed final page must be uploaded to your online application in the section for attaching files and the original signed copy must be returned to AACR with the paper copy of the application.

**Uploading the attachments into your application.** Once you have converted your attachments to PDF files, the next step is to upload the files to your online application.

- Make certain that the converted PDF files are closed on your computer.
- Open your application and go to the section for attaching files.
- Enter your own description of the file in the “Describe Attachment” field.
- Select the appropriate type of attachment from the drop-down list. **NOTE: After selecting attachment type, the screen will show the file types (e.g., PDF, .doc) that are allowed for that type of attachment. Only PDF attachments are permitted for this application submission.**
- Click on the “Browse” button to select the file from your computer.
  - A “choose file” dialog box opens for you to search for the template file on your computer’s hard disk or local area network.
  - Select the file and click “Open.”
  - The file location and name will display in the window adjacent to the “Browse” button.
- Click on the “Upload Attachment” button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the “Uploaded Attachment” section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. “DEL” allows you to delete the file, if necessary, and “SHOW” opens the uploaded file. **Open and review your uploaded files.**

In the section for attachments, all the required attachments are listed in the middle of the screen, just below where you upload your files. This list of required attachments helps you track completion and uploading of your required attachments. Once you upload a required attachment, that attachment type will be removed from the required list and will be displayed in the "Current list of uploaded attachments."

If you wish to modify the attached file, make the revisions to your original file on your computer (off-line), convert the file to PDF, and use the same process above to attach the newly revised file. **Delete any previously submitted versions of the file before submitting your application.**

**SUBMITTING COMPLETE APPLICATION**

11. **PI DATA SHEET.** This is an automatically populated data sheet based on the applicant’s proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to AACR. If fields are not populated, go to Section 4, Applicant, and select the “Edit Professional Profile” tab in the center of the screen. The applicant must then go to the column on the left side of the screen, select “4) Personal Data for Application,” and enter his or her gender, race, and ethnicity. The Scientific Review Committee does not receive this information.

12. **VALIDATE.** Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. “Validate” checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

13. **SIGNATURE PAGE(S).** After successfully passing the validate check you are ready to print the
signature pages, Scientific Abstract, Budget and the attached PDF files.

Use the second print button “Print Signature Pages and Attached PDF Files.” Click this button to print the signature pages plus attached PDF files.

**NOTE:** Data that you entered in the other sections of the proposal are automatically included in the signature pages. If information is missing in the signature pages, it could be because you have not entered the information in one of the proposal sections OR the information is not required for this grant program. If the institution’s Employer Identification Number (EIN) is not completed on the signature page, please request your institution to provide that information in their proposalCENTRAL profile.

The print option “Print Signature Pages and Attached PDF Files” assembles the files in the order specified on page 6. Please make sure that you submit the print copy in this order.

**Obtain required signatures.** AACR requires one hard copy of the completed application and signature page with **original** signatures of the applicant, the mentor, and institutional signing official. Stamped or photocopied signatures will not be accepted.

If you are not a current AACR Member, you must apply for membership online at www.aacr.org or include a completed membership application and additional curriculum vitae with the hard copy of your grant application. Should you be deemed ineligible for the AACR membership category required for this grant, your grant application will be withdrawn from consideration.

14. **SUBMIT.** After successfully passing the validate check and printing your documents, click the ‘Submit’ link. An e-mail will be sent to you confirming your submission.

Once your application is submitted you may view it by accessing the ‘Submitted’ link under the ‘Manage Proposals’ tab. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the application to see the updated status.

**CHANGES TO YOUR APPLICATION**

**Withdrawal of Application.** Please advise AACR’s SRGA promptly, in writing, should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, the title of the proposal, and the reason for withdrawal.

**Change of Address.** Notify AACR’s SRGA in writing of any changes of address, e-mail or phone number, following the submission of an application. Include your name and the application number. The e-mail address provided with your application will be utilized for all official communication about your submission including the recipient selection results, this e-mail address must be kept up to date.

**Change of Institution or Position.** If you change your institution or professional position, contact AACR’s SRGA to determine whether your application is still eligible for review.

**INQUIRIES**

Inquiries or technical issues regarding proposalCENTRAL and the online application process should be directed to customer support at: (703) 964-5840, or toll free at 1 (800) 875-2562, or by e-mail to pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to Ms. Hanna Hopfinger at AACR at (215) 446-7191, or by e-mail to grants@aacr.org.